

ADAMS COUNTY PUBLIC WORKS COMMITTEE
September 9, 2009, 6:00 PM
LANDFILL OFFICE, FRIENDSHIP, WI 53934

MEMBERS PRESENT: Larry Babcock, Chair
Dean Morgan, Vice-Chair
David Renner, Secretary
Florence Johnson

MEMBERS EXCUSED: Mike Keckeisen

OTHERS PRESENT: Myrna Diemert, Solid Waste Director
Barb Morgan
Nancy Wical
Everet Johnson

CALL MEETING TO ORDER: The meeting of the Adams County Public Works Committee was called to order by Chair, Larry Babcock at 6:00 P.M.

WAS THE MEETING PROPERLY ANNOUNCED? YES

ROLL CALL & APPROVAL OF AGENDA: BABCOCK, MORGAN, JOHNSON, AND RENNER PRESENT. KECKEISEN-ABSENT/EXCUSED. *Motion by Renner, second by Morgan, to approve the Agenda as printed. All in favor. Motion carried.*

APPROVAL OF OPEN SESSION MINUTES FROM AUGUST 12, 2009: *Motion by Johnson, second by Renner, to approve the Open Session minutes as printed for the August 12, 2009 meeting. All in favor. Motion carried.*

PUBLIC PARTICIPATION ON AGENDA ITEMS: There was no public participation.

COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS: Ms. Diemert presented a letter from the Operating Engineers Local 139 regarding the mandatory furlough days.

FINANCIAL REPORT: Ms. Diemert presented the Financial Report for August 2009 and discussion was held. *Motion by Morgan, second by Renner, to approve the Financial Report for August 2009. All in favor. Motion carried.* She then presented the Monthly Check Summary for August 2009 and discussion was held. *Motion by Renner, second by Babcock, to approve the Check Summary Report for August 2009. All in favor. Motion carried.*

Ms. Diemert next reported that the 2010 budget, as well as associated forms required, were submitted to the Admin/Finance office. Ms. Diemert stated that the tax levy portion of our budget for 2010 has been **decreased by 4.36%**. She also explained that Solid Waste Accounts were split into several more revenue and expenditure accounts, as well as new line items added.

SITE REPORT: Ms. Diemert handed out and reviewed copies of the Site Report dated September 9, 2009 (see attached copy) and discussion was held. *Motion by Morgan, second by Johnson, to approve the Site Report as presented. All in favor. Motion carried.*

UPDATE ON LTC/DNR OPTIONS/RESOLUTION TO RETAIN FUNDS IN SW ACCOUNT:

Ms. Diemert reported that she presented a resolution to Corp. Counsel and Administrative Coordinator for review. The resolution is to pay off our deficit and keep the balance in the Solid Waste Account to purchase needed equipment. She stated that the Admin. Coordinator suggested rewriting a joint resolution form Public Works and Admin & Finance Committees. There was some discussion on the amount of our deficit and the balance to be kept in the Public Works Department. This item is on the joint Admin & Finance Committee/Public Works Committee agenda for September 10th at 9:00 AM and further discussion will take place. It was the recommendation of the Public Works Committee that this resolution be tabled until confirmation of the numbers is available. We have not yet received the final letter from the DNR on releasing the money.

UPDATE ON STRONGS PRAIRIE/JUNEAU COUNTY WASTE APPROVAL:

Ms Diemert stated that she has not heard back from Strongs Prairie since her last report. Discussion was held. She also reported on a survey of other County landfills that show that none of them offer free tippage to their host township.

EMPLOYEE UPDATE: Ms. Diemert stated that she has not received any new information on the employee who has been off on a Worker's Compensation claim since October 2007.

APPROVAL OF ANY TRAININGS OR CONFERENCES: Ms. Diemert presented information on the NEWCMG/WCSWMA Fall Conference in Waupaca and inquired which Committee members plan to attend and who would need rooms. This was budgeted.

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS: The following items will be placed on the next agenda: Updates on the Budget, LTC and Strongs Prairie/Juneau County agreement.

NEXT MEETING DATE AND ADJOURN: The next regular monthly meeting will be held on Wednesday, October 14, 2009 at the Landfill at 6:00 PM. *Motion by Johnson, second by Babcock, to adjourn until the next meeting. All in favor. Motion carried.*

Meeting adjourned at 7:52 P.M.

Respectfully submitted,
Myrna Diemert, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

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SITE REPORT
September 9, 2009
SOLID WASTE DEPARTMENT

TIPPAGE REPORT: 2,470,620 lbs of garbage were brought in which is the 7th highest amount ever brought into the landfill for August. Year to date, we are down 12.42% in tonnage from 2008.

There were 21 new over-the-scale customers during the month and is typical for this time of year. (Minimum of \$1,260.00 in annual revenues if these new customers use the facility one time per month with minimum weight). Since April 1, 1998 we have had 4,227 new customers over the scale.

MEETINGS/SEMINARS/TRAININGS/CONFERENCES: Gave a tour of the recycling operation and landfill to Jeremy from Veolia/Portage County MRF who will be working with us on our glass operation as well as the bales comingled recyclables. Submitted test results and glass aggregate presentation to him for review.

Attended County Board on August 18th.

Attended Health Insurance Study Committee and Wellness Committee meetings on August 25th.

Attended Dept. Head meeting on August 27th.

Attended Health Insurance Study Committee on July 28th. Wellness Committee meeting followed.

Met with Admin. Coordinator/Finance Director and lawyer to discuss letter received from the Operating Engineers Union regarding furloughs.

Met with the County Auditor on August 10th to continue work on the Enterprise Fund creation and assign new line item #s to new items.

Attended other various meetings through the month.

Set up the Fair booth. Again, this year the booth was not manning full-time in order to reduce costs.

Attended the Business After 5:00/Chamber meeting on August 17th.

Attended the Health Insurance Study and Wellness Committee meetings on August 25th.

Attended the Dept. Head meeting on August 27th.

Met with Admin. Coordinator/Finance Director and staff on September 1st to discuss new budget procedures for the Solid Waste Department. Our current Solid Waste Budgets will now be broken down into several more revenue and expenditure accounts.

Will meet with Admin & Finance Committee on Sept. 10th to discuss LTC funds and putting overdue accounts on the tax levy.

Will attend a WCSWMA Executive Board Meeting on September 16th at Chula Vista regarding the NEWCMG/WCSWMA Fall Conference as well as the 2010 Winter Conference Coordination.

Will attend County Board on September 22nd.

Will attend Dept. Head meeting on September 24th.

Will attend the Adams/Juneau/Monroe/Vernon County Regional meeting in Norwalk on September 25th.

Will be attending the NEWCMG/WCSWMA Fall Conference in Waupaca on Sept. 30th & October 1st. Committee members should notify Director if a room is needed.

SITE/EQUIPMENT IMPROVEMENTS: Normal maintenance/repairs were performed.

INSPECTIONS: No other problems, areas of concern, or regulatory issues were encountered. There were no other inspections performed for the month.

Received the results of the landfill gas probe monitoring that was done on June 3rd. No methane gas was detected in the two wells.

LOSS CONTROL/SAFETY/STAFF ISSUES: Performed various daily office management and personnel duties including accident reports for minor injuries to employees. There were no other major injuries reported.

***See Site Improvements section for more Loss Control/Safety Issues**

INDUSTRIAL PARK: Regular weekly maintenance continues on the wellhouse pumping system and no problems or defects were identified during these weekly inspections.

ADMINISTRATIVE PROJECTS: During the month of August/Sept the Director performed the following duties: Most of the month was dedicated to the numerous required budget forms and the 2010 Recycling Grant application which is due by the end of the month. Will meet with Admin & Finance Committee on September 21st at 2:30 PM. Chair Babcock is invited to attend.

The DNR transporter license and landfill license were received and posted as required.

Conducted a survey of other County Host agreements. None of them offer free tippage to the host township and only one gave a minimal portion (.25/.50) to the town for out of county waste.

Arranged some shipments of tires, baled recyclables, computers, fluorescent light bulbs, corrugated, appliances, and scrap metals as needed. Some materials are being stockpiled due to the very poor market conditions.

Continued to coordinate new curbside and residential route customer orders. We had 15 new residential/business account customers since the last report which increases our annual revenues by \$7,017.00. We also had 24 customers who cancelled service because they are moving, lack of payment, or couldn't afford, creating an annual loss of \$8,673.00. We also had 19 new customers renting roll-off containers. We are currently billing \$574,683 annually for this service.

Working with the Village of Friendship to improve their recycling rate as it is well below the average for other municipalities within the County. Educational materials will be going out in the near future to each household as well as to the Village and landfill employees.

Began preliminary work on the 2010 Ag & Household Hazardous Waste Clean-Sweep grant as well as the Pharmaceutical collection.

Met with marketing vendors and placed ads regarding various advertisements around the county.

Submitted monthly recycling report to the City of Adams as required.

Furnished hours for W-2, Probation, Parole & Huber workers and coordinated new placements.

LANDFILL CONSTRUCTION: Surveyors marked the sub-base grades for placement prior to and after glass placement. A 9” glass aggregate layer has been placed over the entire sub-base of Cell #4.

We have received a letter from the DNR dated August 5, 2009 approving the request for LTC release of funds in the amount of \$750,000.00. We will be getting a formal letter for the bank. The bank has been notified that this will be coming and the County Treasurer will need to submit paperwork for the transfer. This money will pay off the budget deficits from unbudgeted items in 2005, as well as the landfill compactor loan from the general fund. The excess funds will be used to update the landfill fleet and other unbudgeted items and building improvements, etc.

We did receive a report of a landfill fire on Saturday, September 5th around 3:15 when the Sheriff’s Dept. called the Director. The landfill had been open from 10:00 AM – 2:00 that day. The Director investigated the smoke and did find a fire in Cell #3. She called the Fire Dept. and 4 employees to assist. It was determined that some hot ashes or a cigarette must have been placed into one of the loads that was dumped into the landfill. The fire Department responded and it took 5 hours to put the fire out, dig out the burned materials to make sure there wasn’t any material smoldering underneath the surface. The material was checked, watered, and compacted and covered with sand. Employees checked the landfill over the weekend and no further smoke or fire was seen. The DNR was notified on Tuesday as required.